



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 05-037**

To: Human Resources Directors  
Employee Administrators

Subject: New ISIS HR Functionality

Effective immediately, Bank Detail-Other Bank (IT0009, subtype 0001) records and Direct Deposit Waiver (IT9009) records will automatically be delimited during nightly processing for employees who have Separated or Transferred to a Non-Paid ISIS agency.

- Bank Details-Other Bank records will be ended as of the later of these two dates: action entry date + 30 days or action effective date + 30 days.
- Direct Deposit Waiver records will be ended the last day worked.

Other changes affecting Position maintenance in Organizational Management include:

- Addition of "Constitutional Authority" to the Department/Staff, Position Priority drop down list.
- Addition of "Disaster Essential" to the Position description subtype drop down list.

Please distribute this information to all ISIS HR users within your organization. If you have any other questions, please contact the ISIS HR help desk at (225) 342-2677, options 1, 2.

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